

**JOINT COMMISSION ON SHARED SERVICES INITIATIVES**  
**Minutes – September 2, 2015**

*The mission of the Joint Commission on Shared Services Initiatives is to provide visionary leadership in delivery of collaborative public services. We will accomplish this by identifying opportunities and challenges, engaging the multiple constituencies, and developing strategies to support collaboration in areas of common interest among the governmental bodies.*

**COMMISSION:** Joint Commission on Shared Services Initiatives

**DATE:** September 2, 2015    **TIME:** 7:30 a.m.    **LOCATION:** Room 137, School Administration Building

**COMMISSION CHAIR:** Colleen Bates

**RECORDER:** Linda DesForge

**Commission Members Present:**

City Council: Kerry Kincaid, Monica Lewis, Kathy Mitchell

County Board: Colleen Bates, Gregg Moore, Gerald Wilkie

School Board: Kathryn Duax, Chris Hambuch-Boyle, Rich Spindler

Staff Present: Russell Van Gompel, Kathryn Schauf, Mary Ann Hardebeck, Kay Hestekin, Keith Johnathan,  
Angie Harmon, Linda DesForge

Others Present: Laurie Klinkhammer, City Housing Authority Chair

**AGENDA ITEM #1:      Call to Order.**

Commission Chair Colleen Bates called the meeting to order at 7:32 a.m.

**AGENDA ITEM #2:      Welcome County Administrator Kathryn Schauf.**

Colleen Bates welcomed County Administrator Kathryn Schauf to the Commission.

**AGENDA ITEM #3:      Approval of minutes of the Joint Commission on Shared Services Initiatives meeting of June 23, 2015.**

**ACTION:** Jerry Wilkie made a motion to approve the minutes as presented. The motion was seconded by Monica Lewis. Motion carried.

**AGENDA ITEM #4:      Discussion of Joint Commission on Shared Services Initiatives 2015 Annual Report.**

Russ Van Gompel summarized the draft report, which the members received via email. Commission members suggested the following recommendations:

- Add a notation regarding Commission Chair Dave Duax to the report.
- Add “limitations on budgets and unfunded mandates” to the list of challenges.

Commission directive: Once finalized, the report should be emailed to members and then sent to members of the three respective boards.

**AGENDA ITEM #5:      Discussion of the potential for shared function and/or space with regard to City and County Housing Authorities.**

The Commission members received the following documents by e-mail prior to the meeting:

- Housing Authority Owned Units
- Advantages and Disadvantages – Co-locating City of Eau Claire and Eau Claire County Housing Authorities

Kay Hestekin, Director of the County Housing Authority, Keith Johnathan, City Housing Division Administrator, and Laurie Klinkhammer, Chair of the City Housing Authority, were in attendance and participated in the discussion.

Concern was expressed by Commission members that the “Advantages and Disadvantages” report weighed heavily on disadvantages to co-locating the City and County Housing Authorities. It is important to continue to look at better ways to coordinate, and to be open-minded while doing so.

It was suggested to create a flow chart for an easier understanding of each of the entities. A possibility of including Altoona, Chippewa Falls, Western Dairyland, and Continuum of Care, the Board Chairs, as well as the School District’s Homeless Program Coordinator in these discussions was also recommended.

It was explained that the Joint Commission on Shared Services Initiatives “recommends” and does not have the power to go beyond that.

Commission directive: Next meeting agenda will include a flow chart. Keith Johnathan will send Commission members the City Housing Authority Annual Report before the next meeting.

**AGENDA ITEM #6: Discussion of the updated Joint Commission on Shared Services Dashboard for current projects.**

Russ outlined the dashboard and explained that it hasn’t been updated recently. Kathryn Duax asked that “school district” be added to the second sentence under #5, to read, “Joint city/county/school district staff training conducted January 2013.”

It was suggested that the Commission receive a status update on “Combined Land Records Management/GIS” and “Combine IT Technology Functions” (including CINC) at the next meeting.

**AGENDA ITEM #7: Discussion and report from the three administrators on various needs.**

Mary Ann Hardebeck:

- There are more and more students with unmet needs, with approximately 325 being homeless. The School District’s homeless coordinator assists families with getting connected to the proper organizations. It may be helpful if this person would be involved with the Housing Authority discussions.
- Altoona has joined the onsite medical clinic.
- Presently working on the Draft Strategic Plan.

Russ Van Gompel:

- The City has completed the three-year strategic plan and established priorities.
- In process with community-wide Comprehensive Plan.
- Completed the Capital Improvement Plan; working on Program of Services.

Kathryn Schauf:

- The County is in middle of the Comprehensive Plan, as well as the Outdoor Comprehensive Plan update.

**AGENDA ITEM #8: Discussion of future agenda items and future meeting dates.**

- Discussion of potential for shared function and/or space with regard to City and County Housing Authorities.
- Discussion of combined land records management/GIS Project.
- Discussion of Combined IT Technology Functions Project.

**AGENDA ITEM #9: Adjournment.**

**ACTION:** Jerry Wilkie made a motion to adjourn the meeting at 9:08 a.m. The motion was seconded by Rich Spindler and passed by unanimous consent.

<b>FUTURE MEETING DATES:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Wednesday, December 2	7:30 a.m.	Room 137, School Administration Building
Wednesday, March 2, 2016	7:30 a.m.	Room 137, School Administration Building
Wednesday, June 1	7:30 a.m.	Room 137, School Administration Building